



Database Administrator

Canadian Museum for Human Rights
Winnipeg, Manitoba, Canada

Overview

The Canadian Museum for Human Rights (CMHR), currently under construction in Winnipeg, Manitoba, is one of Canada's newest national museum and the first to be built outside of the National Capital Region. An "idea museum" with a strong focus on empowering people to change thought and action to create a world in which everyone is respected and valued, is seeking talented individuals who share their passion and commitment to join their team. Help build a world class museum that will enhance the public's understanding of human rights, promote respect for others and encourage reflection and dialogue.

Responsibilities

The Database Administrator (DBA) is key in developing, delivering, and managing the data infrastructure required to support the various business operations of the Canadian Museum for Human Rights (CMHR) and in particular the various software and development initiatives of the Design + New Media & Collections department. This position will be responsible to design, build, manage, and evolve complex, highly scalable databases that meet continually evolving business needs, security requirements, and software development projects. The DBA will be an expert in designing, optimizing, maintaining, and troubleshooting databases, and managing data and information assets according to industry best-practices. Reporting to the *Manager, Web Presence*, and as an important member of the *Design + New Media & Collections department*, the DBA will work in collaboration with the IT Dept, the Collections Team, and other stakeholder departments to ensure operational efficiencies related to use of data across the museum enterprise. This is an excellent opportunity to be part of a forward-thinking web team with aggressive schedules and creative freedom working on exciting and groundbreaking projects.

- mapping out the conceptual design for a planned database(s)
- designing, managing, evolving user and business data needs across all software applications (new, legacy, evolving)
- work in consultation with the *Manager, Web Presence*, web developers, and other staff to design and develop highly accessible data-driven software applications;
- ensuring new and legacy software development projects interact efficiently with data management systems according to industry standards and best practices
- Commissioning and installing new applications and customizing existing applications in order to make them fit for purpose.
- establishing the needs of users and monitoring user access and security
- monitoring performance and managing parameters to provide fast query responses to front-end users;
- managing both back-end organization of data and front-end accessibility for end-users
- refining the logical design so that it can be translated into a specific data model;
- further refining the physical design to meet system storage requirements
- installing and testing new versions of the database management system (DBMS)

- maintaining data standards
- writing database documentation, including data standards, procedures and definitions for the data dictionary (metadata)
- controlling access permissions and privileges
- developing, managing and testing back-up and recovery plans
- ensuring that storage, archiving, back-up and recovery procedures are functioning correctly; capacity planning
- communicating regularly with technical, applications and operational staff to ensure database integrity and security

Qualifications

Requirements for this position are as follows:

Skills and Knowledge – Required

- Degree or Diploma in Computer Science or similar technical field with a minimum of 2 years' experience as a Database Administrator
- Proven experience in data analysis and developing and implementing data management systems
- Expertise in managing data requirements, data flow diagramming and logical data modeling skills
- Demonstrated experience with large data volumes, data aggregation, and data archiving
- Up-to-date knowledge of data modeling patterns and industry standard models; knowledge of best case practices
- Proven ability to implement standards and processes that allows for quality assurance
- Superior planning, organization, analytical and problem solving skills
- Extremely high attention to detail
- Ability to identify client needs and carry out requests

Skills and Knowledge – Desired

- Effective communication skills in both English and French (written and oral)
- Experience working for or providing similar service to a museum, cultural institution, or similar entity.

Attributes

- Excellent project management and problem solving skills
- Excellent project leadership and presentation skills
- Effective interpersonal skills
- Discretion, tact, initiative and sound judgment
- Excellent time management skills
- Strict attention to detail yet always in consideration of the high-level goal
- Flexible
- Enthusiastic

Working Conditions & Physical Demands

- Work is in an office environment
- May require long periods at a desk, reading of lengthy documents, and time in front of a computer.

Application Procedure

Interested applicants should submit a letter of interest and a current resume through the museum's Career page at www.museumforhumanrights.ca. The closing date is May 18, 2012.

The CMHR encourages diversity in all aspects of its operations. If you are a person with a disability and require accommodation in order to successfully submit an application, please contact us at info@museumforhumanrights.ca to make your accommodation request.

All applicants will receive a confirmation of the receipt of their application. We thank all applicants for their interest, however, only those selected for an interview will be contacted.